

Acty			Management			
	A=Activity (Pre)	T=Task (Post)	Acquisition	Deployment	& Support	Retirement
1	Review lease purchase vs. buying (costs, contracts, ....)	A	x			
2	Identify current equipment	A		x		
3	Identify replacement lifecycle (Time period)	A	x			
4	Vendor acquisition list	T	x			
5	Standardized Procurement Contract for Vendors	T	x			
6	Types of hardware - towers, desktps, characteristics	T	x			
7	Ongoing maintenance / review of inventories	T			x	
8	Determine security requirements	T	x			
9	Define acquisition process	A	x			
10	Determine PC build/roles/business need (configuration)	T	x			
11	Request free options from vendors	T	x			
12	Request free training from vendors	T	x			
13	Determine/demand quality of service from vendors	T			x	

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14	Service provided by qualified technicians				x	
	T					
15	Vendor provides "hot spare"		x			
	T					
16	Scheduling acquisition		x			
	T					
17	Define deployment process (delivery, setup, ...)			x		
	A					
18	Inventory current agency practices		x			
	A					
19	Vendor installs equipment (optional)			x		
	T					
20	Determine agency delivery preferences			x		
	T					
21	Determine installation process			x		
	T					
22	Create policy/best practice for document storage			x		
	T					
23	Determine asset management			x		
	T					
24	Determine vendor responsibilities vs. agencies for deployment			x		
	T					
25	Create license management policy				x	
	A					

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26	Determine security requirements				x	
	T					
27	Scheduling deployment plan			x		
	T					
28	Define the purchasing policy		x			
	A					
29	Define who will administer		x			
	T					
30	Vendor scorecards		x			
	A					
31	Periodic review of standards (desktop and server)		x			
	T					
32	Determine staffing to deploy/inventory			x		
	T					
33	Desktop support/peer support/help desk				x	
	T					
34	Measure effectiveness of support				x	
	T					
35	Maintenance contracts				x	
	T					
36	Management tools for support				x	
	T					
37	Establishing a pattern of currency				x	
	T					
38	Security policy				x	
	T					

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39	Training for new applications				x	
	T					
40	Determine where support staff will be located				x	
	T					
41	Define service level agreements				x	
	T					
42	Develop policy of non-state owned equipment (PDA's, etc.....)				x	
	T					
43	Change management /control				x	
	T					
44	ISO input to policy				x	
	T					
45	Maximizing federal dollars/cost allocation		x			
	A					
46	Determine lifecycle		x			
	A					
47	Recycling/disposal plan - Standard and other options - (Charity)					x
	T					
48	Look at current procedures for disposal					x
	A					
49	Third party disposal					x
	T					
50	Security requirements					x
	T					

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51	Eliminate costs at end of life/return issues					x
52	T					
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